

CONFIDENTIAL

DOC	6	REV DATE	26/03/80	BY	0891
CRIG COMP	38	DPI	38	FILE	02
CRIG CL	5	PAGES	4	REV CLASS	
JUST	22	AT REV	2010	AUTH	HK 111

7 February 1964

MEMORANDUM FOR: Chief, Africa Division

THROUGH : Director of Finance

SUBJECT : Confidential Funds Division Representative's Visit to Africa Field Stations

REFERENCE : Memorandum dated 26 July 1963 from Deputy Comptroller to Chief, Africa Division

1. During the period from 10 September to 10 December 1963, certain Africa Stations were visited to assist them in their day to day finance activities, to train the Administrative and Finance assistants, and to obtain data which may be used by the Africa Division and the Office of Finance for improving the finance activities at overseas stations.

2. Assistance was furnished by preparation of claims, recording financial and property transactions, answering headquarters correspondence, and to the extent felt to be necessary and practical explaining regulatory accounting and reporting requirements. Training of the finance and administrative assistants was accomplished by a discussion of the problems encountered (with solutions given or suggested), answering specific questions concerning finance matters, and giving guidelines for handling the stations finances.

3. Although there were variations from station to station, a pattern emerged revealing a need for improvement in:

- a). providing better support in finance matters to agents under non-official cover.
- b). revising procedures used in stations so finance problems are high-lighted quicker, and the attention of Chiefs of Station is brought to possible problem areas, (a separate memo is being prepared in this area), and
- c). training those designated to perform the finance duties in overseas stations.

ILLEGIB

Approved For Release 2001/08/29 : CIA-RDP78-05747A000600010004-9

Next 2 Page(s) In Document Exempt

Approved For Release 2001/08/29 : CIA-RDP78-05747A000600010004-9

SECRET

SUBJECT: Financial Problem Areas - Africa Division Activities

254

25X1A

25X1A

25X1A

CONFIDENTIAL

Approved For Release 2001/08/29 : CIA-RDP78-05747A000600010004-9

~~SECRET~~

~~SUBJECT~~ Financial Problem Areas - Africa Division Activities

25X1A

agent and project accountings, and results in a high percentage of delinquencies in the Africa Division accounts. Approximately fifty per cent (50%) of the Agency's delinquent agent accounts at 31 May 1963 were those of Africa Division. Recent Reports of Audit support these conclusions. Through closer coordination between the Finance and Africa Divisions and by increased emphasis in the planning and documenting stages of new activities, it is felt that difficulties of the nature now being experienced can be eliminated to a large degree. Emphasis should also be given to amending the documentation of those activities currently suffering from incomplete agreements. Improvement in this field, coupled with an increased and continued emphasis on obtaining accountings will insure better financial administration of these activities. We have just assigned to the Finance Division a senior finance officer, recently returned from the field, to work on Africa Division finance activities; he is currently making a detailed review of the basic financial authorizing documents and accounts of the Africa Division with a view to providing better servicing of these accounts and raising the accounting standards. Also, on or about 1 August, we are assigning on a temporary basis [redacted] as a Finance Assistant in your Budget and Fiscal Office to provide additional assistance in the Africa Division.

4. We would appreciate receiving any suggestions or recommendations as to further actions which you think might be taken by the Comptroller, the Africa Division, or by both of us jointly, to improve the support and administration of Africa's financial activities.

[redacted]
Deputy Comptroller

25X1A

Distribution:

- Orig & 1 - Addressee
- 1 - Comptroller
- ✓ 2 - Finance Division

~~SECRET~~

UNCLASSIFIED

